

DDA SUBJECT FILE COPY

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC Secretarial Conference

FROM:

D/CO

EXTENSION

NO.

OC-0269-87

DATE

24 APR 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDA  
7D18 HQS

22 APR 1987

IA

*Don*  
I don't think  
Joyce really needs  
my written permission  
to go - But anything  
to make you happy

4. OC/OL/ISC

5.

6.

7.

8.

9.

10.

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12.

13.

14.

15.

DDA REGISTRY

FILE: 100-20

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STAT

~~CONFIDENTIAL~~

OC-0269-87

24 APR 1987

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

Director of Communications

SUBJECT:

OC Secretarial Conference

1. The Office of Communications (OC) Secretarial Conference will be held 27-29 May 1987 at [redacted] Your concurrence is requested for [redacted] to attend this conference. [redacted]

2. External guest speakers, as well as Agency personnel, will address topics to carry out the "Secretaries in the Intelligence World" theme. [redacted] will receive an insight into the Office and an opportunity to interact with OC secretaries and managers. [redacted]

3. We look forward to [redacted] participation in the conference. [redacted] Chairperson, OC Secretarial Conference Planning Committee, is the point of contact. She may be reached on [redacted]

CONCUR:

[redacted]  
Associate Deputy Director  
for Administration

4/30/87  
Date

~~CONFIDENTIAL~~